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PERSONNEL CABINET

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Tim Longmeyer
Secretary

MEMORANDUM

PERSONNEL MEMO 12-16

To: Cabinet Secretaries
Agency Heads
Constitutional Officers
HR Administrators

From: Tim Longmeyer, Secretary *TML*

Date: March 22, 2012

Re: Holiday Pay for State Employees

In light of the various employee types and work schedules of state employees, a review of the holiday pay policy was conducted by the Personnel Cabinet.

KRS 18A.190 provides that, "State employees shall be given a holiday on the following days..." This statutory provision applies to all active employees. No criteria with respect to work schedules are applicable in determining eligibility for holiday pay. All active employees are to receive holiday pay, regardless of whether the employee is scheduled to work on that particular holiday.

Please take the necessary steps to insure compliance with the following:

- Full-time employees are to receive either 7.5 or 8.0 hours of holiday pay, based on the employee's work-week schedule. This also applies to full-time interim employees.
- Part-time employees are to receive 3.75 or 4.0 hours of holiday pay, based on the employee's work-week schedule. This also applies to part-time interim employees.

A part-time interim employee is an interim employee who normally works less than 100 hours in a month. This determination is made by each employing agency and each agency is responsible for coding the appropriate amount of holiday pay for these employees.

This memorandum supplements and supersedes previous personnel memorandums which addressed the holiday pay policy (Personnel Memos 98-14 and 99-14).

Please contact the Division of Employee Management at (502) 564-6464 with any questions.